

PETITION FOR CREDIT BY EXAMINATION



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

SMCCCD

Check Appropriate College

Admissions
Cañada College
4200 Farm Hill Boulevard
Redwood City, CA 94061
Phone: (650) 306-3226
Fax: (650) 306-3113

Admissions
College of San Mateo
1700 West Hillsdale Blvd.
San Mateo, CA 94402
Phone: (650) 574-6165
Fax: (650) 574-6506

Admissions
Skyline College
3300 College Drive
San Bruno, CA 94066
Phone: (650) 738-4251
Fax: (650) 738-4200

Student's ID# G: _____

Last Name _____ First Name _____ Middle _____

Mailing Address: _____

Phone Number: _____ Email: _____

I hereby petition to take an examination for credit in the following course:

COURSE NAME	COURSE NUMBER	# OF UNITS	GRADE OPTION PASS / NO PASS OR LETTER
Elementary Algebra	MATH 110	5.0	PASS

Step 1 – Attach a typed essay describing the comparable instruction and/or specialized training which is evidence of competency in this subject area. I have not previously attempted a credit by examination in this course and have not previously completed this course at an accredited institution.

I expect to complete the examination and receive credit during: Fall Spring Summer Year _____

Student's Signature _____ Date _____

Step 2 – Take form to Admissions and Records Office. The following conditions must be met to proceed to Step 3:

Certification by Admissions and Records Office

- 1. The student has not taken or attempted course previously. Yes No
- 2. Is the student currently enrolled at SMCCCD? Yes No
- 3. Is the student in good standing? Yes No
- 4. Is the method of grading selected not appropriate for the above course? Yes No

Approved _____ Denied _____
Signature Date Signature Date

Step 3 – Student Hand Carries Form to the Appropriate Division Office

Approval by Division Dean

This application is Approved Denied To be administered by: _____
Name of Instructor

Division Dean's Signature _____ Date _____

Step 4 – Student will be contacted by Instructor/Dean for time and location of test.

Certification by Instructor

This applicant has taken the examination for _____ with the following result:
Course Units

Pass / No Pass _____ (A-C)(D-F) Letter Grade _____
Instructor's Signature Date

The instructor must submit this form to the Admissions and Records Office within one week of the date of the examination.

ADMISSIONS AND RECORDS OFFICE

Processed by: _____ Date: _____ Rev. 10-2016